

## EPA Official Record

**Mail ID:** a881fec0b36645b18d56316e0ab1522f  
**From:** Kahlo, Meaghan  
**To:** Livingstone, Gail; Aoyama, Joyce  
**Delivered Date:** 12/12/2013 11:11 AM EST  
**Subject:** RE: Query: What to use to label CD/DVD disks?

Hi Gail,

I am not sure if Joyce got back to you on this. I found this guidance from NARA:

### 12. What is the preferred method for labeling CDs/DVDs?

CDs and DVDs or their containers are labeled in some form or fashion so that they can be identified and organized according to your inventory. Many vendors sell CD-safe markers. For risk-free labeling of any disc, it is best to mark the clear inner hub or the so-called mirror band of the disc where they contain no data. Do not apply adhesive labels to the CD/DVD because they can damage the disc.

<http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html>

Hope this helps!

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**From:** Livingstone, Gail  
**Sent:** Tuesday, December 10, 2013 5:47 PM  
**To:** Aoyama, Joyce  
**Cc:** Kahlo, Meaghan  
**Subject:** Query: What to use to label CD/DVD disks?

Joyce-

Here's a query I would need an answer for this week or next, please and thank you.

**I'm wondering what I can/ should use to label CD disks that I receive from OWW staff for Permanent Records (Record Series EPA 204 and EPA 213).**

**I'd like to simply use the rectangular white labels that our Mailroom carries- is this o.k., will it stay on the disk?**

I would like to simply do two things, but in the past I've heard from tech folk (outside the EPA) that these options might not be good for the disk:

1. **Use a Sharpie marker pen** (or, possibly an 'archival quality' marker) to label the non-data side of the disk. **ie** or 'archival' marker: In the past, (at other jobs), I have been told the marker ink can possibly interact with the disk.  
Today, our EPA tech staff told me: no, that won't happen/ it's o.k. to use a marker pen.
2. **Use a white, rectangular Avery label on the top side of the disk** (I have some that are **Avery #5963**, and some generic white rectangular labels from our mailroom). Do these ever get stuck in a laptop drive? I have been instructed, in the past, that laptops run hotter than computers and it's occasionally possible for labels to peel off into the inside of a laptop drive.

Is it necessary to use specifically the **"CD" labels** made by Avery and other companies? (that style of label is not carried by our Mail Room and it's a bit difficult for me to order in our Office of Water and Watershed because we don't have money in our supplies budget)...

I'm just double-checking with you, as we will theoretically have these disks on hand for 5 years (before they go to NARA).

I imagine I will eventually be labeling 20- 50 (permanent, original record) disks per year, as the use of electronic records picks up. Currently I have about 5-10 of this type of Original Record disks to label.

Thank you,

-Gail

Gail Livingstone

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